

JOB DESCRIPTION

POST TITLE	Minibus Driver
GRADE	2
SPINE POINT	SCP 9 (£8.68 plus holiday pay)
LINE MANAGED BY	Trust Facilities & Estates Manager
RESPONSIBLE FOR	N/A
WORKING WITH	Line Manager as stated above, teaching staff and other support staff
PURPOSE OF JOB	To assist in the provision of an effective and efficient transport service for staff, visitors and students of the school

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

SPECIFIC DUTIES AND RESPONSIBILITIES

- To undertake the safe transportation of passengers and/or equipment to various locations in the school Minibus
- To undertake loading and unloading duties related to any goods being delivered
- Responsibility for carrying out regular vehicle checks, fuelling and cleaning duties to specific standards
- To undertake a log book/driving records for each journey
- To report any vehicle defects or accidents immediately to the School Business Manager
- To ensure the vehicle is checked as necessary and safety checks are carried out
- To ensure compliance with Health and Safety regulations and codes of practice in the provision of a safe and healthy working environment.
- To comply with all school policies
- To be willing to undertake training and professional development as required of the post including first aid

GENERAL RESPONSIBILITIES

- To be aware of and support diversity, ensuring equal opportunities for all
- To contribute to the ethos of Chorus Education Trust
- To develop professional, constructive relationships with other agencies/schools/professionals
- To participate in meetings, training and performance development as necessary

- To recognise own strengths and areas of expertise and using these to advise and support others

To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined after negotiations between management, the post-holder and the appropriate trade union.

Suggestions to amend/update this job description, which will lead to an improvement in the school's and/or the department's performance will always be welcome.

TEAM RESPONSIBILITIES

All education support staff at Silverdale are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time.